



**POST OFFICE:** .....

**POST OFFICE BOX RENTAL AGREEMENT**

**POSTAL BOX NO:** .....

**Business**  **Individual**

**SURNAME:** .....

**NAMES:** .....

**IDENTITY:** .....

**OCCUPATION:** .....

**RESIDENTIAL PLOT:** .....

**TELEPHONE /CELLPHONE NO:** .....

**EMAIL ADDRESS:** .....

**IF REQUIRED FOR BUSINESS**

**FULL NAME OF BUSINESS:** .....

**BUSINESS TELEPHONE:** .....

**CONTACT PERSON:** .....

**Terms and conditions**

- a) The Mailbox Service Agreement is made and entered into by the lessee identified above ('customer') and BotswanaPost for the use of and services related to a mailbox ('Mailbox') at the post office under the terms set forth herein.
- b) The lessee agrees to use the mailbox in accordance with Botswana Postal Services Regulations as well as local statutes and regulations. Any offensive use of the mail box shall be regarded as illegal and shall be subject to law suit, and may result in cancellation of service without notice.
- c) Possession of the mailbox keys shall be considered valid evidence that the lessee is duly authorized to collect contents from the mailbox. In the event of death or incapacity of the lessee, BotswanaPost shall require appropriate documents from Court, Coroner, Kgotla or

Executor of the estate, trustee or similar entity or person before releasing mail or packages to a requesting party.

- d) The agreement shall remain confidential, except that this agreement, including the customer's email address, may be disclosed to BotswanaPost postal agencies, franchisees, legal authorities etc.
- e) Mail shall be deemed delivered to the lessee once it is placed in the Mailbox. Lessee is expected to collect mail from the Mailbox at least once a week.
- f) Mailbox **shall not** be used by more than **4 people**. Mailbox user's names shall be provided to BotswanaPost. BotswanaPost reserves the right to require the lessee to lease additional Mailboxes/bag based on the volume and activity.
- g) If the applicant is a business shareholder, an affidavit nominating the applicant signed by other shareholders should be submitted together with the application form.
- h) The lessee shall immediately return to BotswanaPost officials any letter/mail not belonging to him/her if by default it is sorted in his or her Mailbox. Any harm to such mail shall subject the lessee to law suit.
- i) Mailbox rental shall be renewed on annual basis; rental fee shall be subject to change due to tariff review.
- j) Every Mail Box rental expires after twelve (12) months from the date of lease. Failure to renew rental after the expiry date attract penalty which has a grace period of 33 days. Shall the grace period elapse; the mail box shall be regarded as forfeited and shall be allocated to a new lessee. Mail from a forfeited box shall be removed from the box and treated in accordance with the regulations.
- k) The rental is nonrefundable.
- l) Keys supplied are the property of BotswanaPost.
- m) All keys supplied to the lessee must be returned to the Branch Manager when the box is given up. In the event of failure to surrender the keys, a charge amounting to the cost of both keys must be levied.
- n) Lost keys for mailbox shall be reported to the Branch Manager immediately, replacement of lost/ damaged keys rests entirely with the lessee, unless a key is damaged through overtime wear and tear.
- o) Any dispute or disagreement arising between the parties hereto in connection with this Agreement interpretation of the provisions hereof shall:
  - I. if not amicably settled by the parties hereto through negotiation within seven (7) days of such dispute or disagreement arising and:
  - II. upon at least (3) days written notice given by either party to the other; Be referred for determination and settlement by the Regional Manager.

I have read and I agree to the terms and conditions.

**Lessee**

SIGNED: .....

DATE: .....

**Lessor**

Branch Manager: .....

Signature: .....

Date: .....